

## Faculty Letter/Email to Inform Student of Allegation

**The italicized sections below contain directions or information and should thus be removed from the letter or email you compose.**

*(This letter has two optional paragraphs (option A or B); select the relevant one and delete the other. The letter should be hand delivered or sent by email to the student's University account. Keep a hard copy for your files.)*

Date:

Student Name:

Student RUID:

Course name, number, and semester:

Dear :

The work you submitted on your recent [quiz, paper, report] has raised a question about a possible violation of the Academic Integrity Policy. This possible violation seems to be appropriately categorized as a Level I or Level II violation and would, therefore, not involve separation from the University. It is, nevertheless, a serious matter and requires a response from you.

*<option A paragraph>* You have ten working days from the date I sent this correspondence to respond and arrange to meet with me to discuss this matter. Please contact me as soon as possible to arrange a time for us to meet. If you do not respond within the time limit, I am required to make a decision without your response. I will also consider any written response to this allegation.

*<option B paragraph>* I have referred this matter to the Academic Integrity Facilitator, who will contact you directly. You will need to respond to that person directly

Until this matter is resolved, you are not permitted to drop the course or withdraw from the University. You can find the Academic Integrity Policy online at <http://academicintegrity.rutgers.edu/integrity.shtml>.

Sincerely,

[signature]